Purpose:

The Arizona Department of Juvenile Corrections (ADJC) and the Arizona Administrative Office of the Courts (AOC) have entered into an agreement to share data on juveniles who enter ADJC through the county court system. ADJC shall develop a process to ensure the establishment of criteria for identifying those who may access the data, training of those identified personnel, the security of the data obtained, and the maintenance of training and access records.

Rules:

1. **Identifying JOLTS Users:** The **ADJC JOLTS LIAISON COORDINATOR(S)** shall:
    a. Accept names of ADJC personnel identified by their manager to be potential JOLTS users;
    b. Identify the level of access desired for the employee, either AS400 or Data Warehouse;
    c. Forward the names to ADJC Leadership;
    d. Schedule the list of recommended JOLTS users for the Leadership Team's review and approval at a Leadership Team meeting before advising the identified personnel to proceed with completion of the required forms.

2. **Obtaining JOLTS Access:**
    a. **ADJC PERSONNEL** who have been identified as JOLTS users shall:
        i. Follow the instructions on Form 2206.01A Instructions for Obtaining JOLTS Access;
        ii. Fill out forms:
            (1) 2206.01B Acknowledgement of Electronic Communications and Internet Access Policy;
            (2) 2206.01C User Access Request;
            (3) 2206.01D Administrative Office of the Courts Request for Remote Access.
        iii. Obtain their manager's signature on forms 2206.01C and 2206.01D;
        iv. Fax the completed signed forms to the ADJC JOLTS Liaison Coordinator.
    b. The **JOLTS LIAISON COORDINATOR(S)** shall fax the completed forms to the AOC Support Center.
    c. The **AOC SUPPORT CENTER** shall:
        i. Process the forms;
        ii. Create an access account for the approved ADJC employee;
        iii. Notify the ADJC JOLTS Liaison Coordinator of the new applicant's user account/password information;
        iv. Enable the account.
    d. The **JOLTS LIAISON COORDINATOR(S)** shall:
        i. Notify the ADJC employee of their user account/password for either the AS400 JOLTS system or the JOLTS Data Warehouse system;
        ii. Set up JOLTS training for that employee.

3. **User Training:**
    a. The **ADJC JOLTS LIAISON COORDINATOR(S)** shall ensure that all ADJC employees who are approved to access the JOLTS system receive training from AOC before accessing the system;
    b. The **ADJC JOLTS LIAISON COORDINATOR(S) OR DESIGNEE** shall enter a record of the JOLTS training into the Statewide Training and Registration System (STARS) for each employee.

4. **Using JOLTS: ADJC EMPLOYEES** who access JOLTS shall:
    a. Adhere to all rules and regulations established by AOC for the access and use of JOLTS;
    b. Adhere to all policies and procedures established by ADJC for the access and use of JOLTS;
    c. Understand that they:
        i. Are bound by the user agreements they have signed;
        ii. Can be subject to sanctions up to and including dismissal for the misuse of the JOLTS system and/or the information contained therein.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
07/27/2006	Patti Cordova		